

CITY OF HELOTES

External Job Announcement

JOB TITLE: Special Events Assistant (Temporary)
SALARY RANGE: \$15 per hour
FLSA STATUS: Non-exempt
Open Date: 12/17/2015
Closing Date: 1/8/2016 Submit Application and Resume
*Also accepting application year round

JOB SUMMARY:

Under the direction of the City Administrator, assists in the set up and operation of special events. Interacts with the public in a professional manner.

ESSENTIAL JOB FUNCTIONS:

1. Sets up and takes down City Booth and other equipment at Municipal events.
2. Handles money, when renewing vendor permits or selling event tickets/products.
3. Helps vendors or the public with requests or inquiries before, during and after event.
4. Performs other duties, as assigned.

JOB REQUIREMENTS:

- Knowledge of basic mathematical principles.
- Ability to follow oral and written instructions.
- Ability to develop and maintain effective working relationships.
- Hold a valid driver's license.
- On call; average 10-20 hours a month.

PREFERRED QUALIFICATIONS:

- Able to work under stressful working conditions.
- Bilingual (English/Spanish) preferred.

PHYSICAL REQUIREMENTS:

Physical requirements include lifting/carrying of up to 100 lbs; visual acuity and hearing; hand and eye coordination; and manual dexterity.

WORK LOCATION:

City of Helotes, Texas

WORK HOURS:

As required.

This temporary employment is for 1 year or 365 days and shall automatically renew on Oct 1st of each fiscal year, unless otherwise terminated by either party within 60 days written notice.

**This job description is not an employment agreement or contract.
Management has the exclusive right to alter this job description at any time without notice.**

Helotes is EOE

**Submit application and resume by regular mail, email to jhenckel@helotes-tx.gov
or fax #210-695-6520.**

(2)